



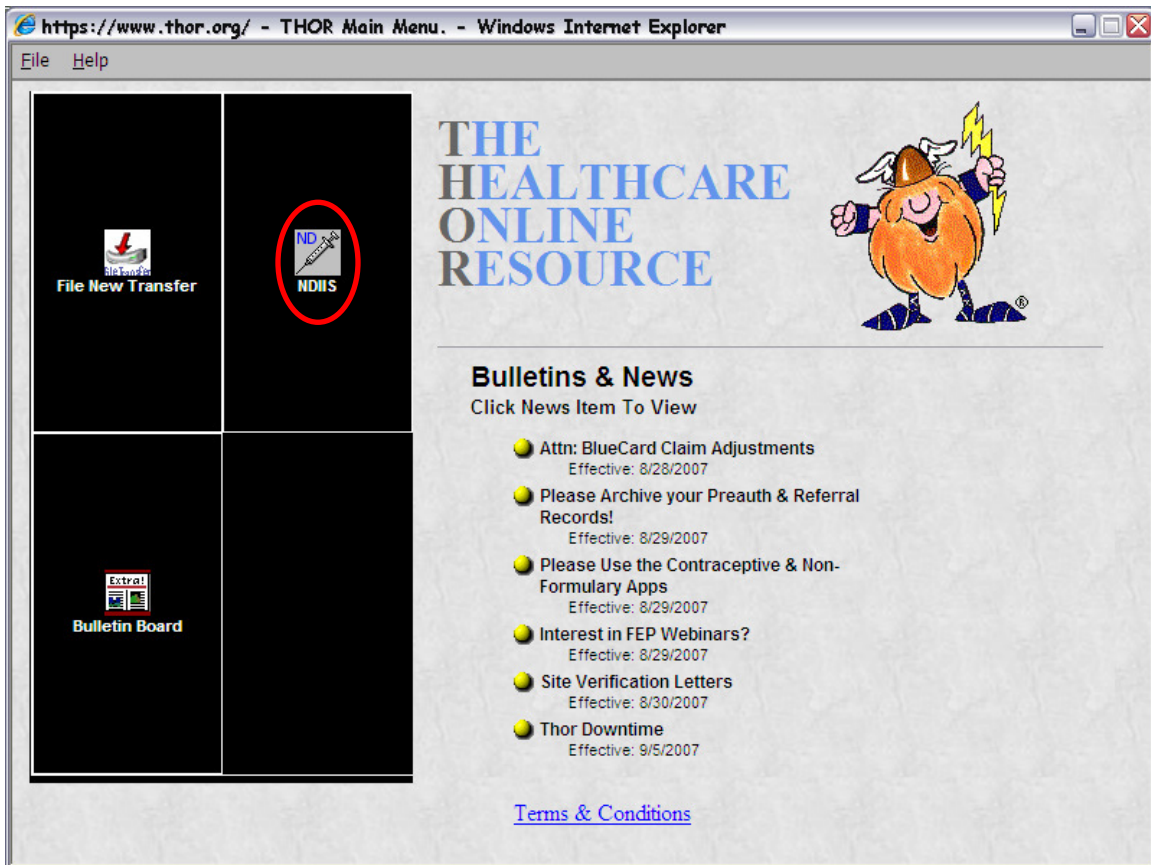
Correcting Vaccine Inventory in the North Dakota Immunization Information System (NDIIS)

1. Log onto NDIIS by going to www.thor.org/login

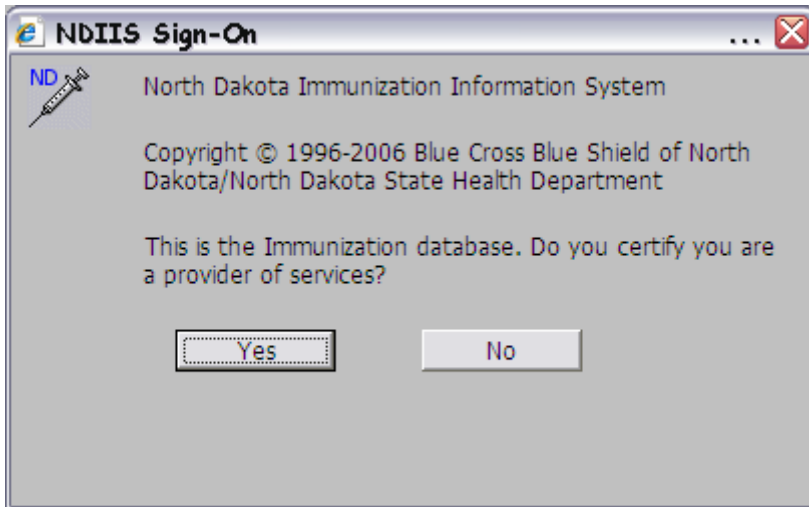
A screenshot of a Windows Internet Explorer browser window displaying the THOR login page. The address bar shows the URL "https://www.thor.org/ICLogin/?https://www.thor.org/login/". The page has a dark blue header with the text "THE HEALTHCARE ONLINE RESOURCE" and a cartoon character of a beaver wearing a hard hat and holding a lightning bolt. Below the header, there are two overlapping images of a person wearing a mask and a person sitting at a desk. The login section includes fields for "User Code:" and "Password:", followed by "Login" and "Reset" buttons, and the text "Please log In". Below this, contact information for THOR Support Services is provided: "1-800-544-THOR(8467)", "Monday - Friday 8:00 a.m. to 4:30 p.m. CST", and "e-mail: thor.support@thor.org". At the bottom, there is a copyright notice "© 1995 - 2007 Blue Cross and Blue Shield of North Dakota", logos for "Adobe Acrobat Reader" and "VeriSign Secured", and a "Notice" section stating "Information accessed through the computer system is confidential and for authorized users only. By". The browser's status bar at the bottom shows "Done", "Trusted sites", and "100%".

2. Use the username and password provided to you by Blue Cross Blue Shield of ND (BCBS).
 - To obtain a username and password visit www.thor.org and click on "Register online"

3. Click NDIIS icon to enter NDIIS.



4. Click "Yes"



5. From the Client Search screen, click on Provider Search.

The screenshot shows the NDIIS Client/Provider Lookup interface. The 'Client Search' tab is active, and the 'Provider Search' button is highlighted with a red circle. The search criteria are set to 'Basic Search' with fields for Birth, First, and Last names. The 'Expanded Search' section includes fields for Patient Acct No., Social Security No., and a dropdown for 'For 1 - N.D. DEPT OF HEALTH'. The 'Search' button is located to the right of the expanded search fields. Below the search fields is a table with columns: Last Name, First Name, MI, Birth Date, Alias, Address, City, and State. The table is currently empty. At the bottom, there are buttons for 'New', 'Inquire', and 'Clear', and a status bar showing 'Prov: 00001 User: ndsdh-53' and a dropdown for '1 - N.D. DEPT OF HEALTH'.

6. This will bring up a list of providers.

The screenshot shows the NDIIS Client/Provider Lookup interface with the 'Provider Search' tab active. The search results are displayed in a table with columns: Number, Name, City, Provider Type, and Status. The table lists 13 providers, including N.D. DEPT OF HEALTH, SWDHU ADAMS CO, CITY-COUNTY HEALTH DISTRICT, LRDHU BENSON CO, SWDHU BILLINGS/GO VALLEY, FIRST DISTRICT - BOTTINEAU, SWDHU BOWMAN/SLOPE, FIRST DISTRICT - BURKE, FIRST DISTRICT - WARD CO., BISMARCK-BURLEIGH PUB HLT, FARGO CASS PUBLIC HEALTH, CAVALIER CO HEALTH DIST., and AVERA CLINIC. The status for all providers is 'Active'. At the bottom, there are buttons for 'New', 'View', and 'Inactive', and a status bar showing 'Prov: 00001 User: ndsdh-53' and a dropdown for '1 - N.D. DEPT OF HEALTH'.

Number	Name	City	Provider Type	Status
1	N.D. DEPT OF HEALTH	BISMARCK	OTHER PUBLIC	Active
2	SWDHU ADAMS CO	HETTINGER	PUBLIC HEALTH	Active
3	CITY-COUNTY HEALTH DISTRICT	VALLEY CITY	PUBLIC HEALTH	Active
4	LRDHU BENSON CO	MINNEWAUKAN	PUBLIC HEALTH	Active
5	SWDHU BILLINGS/GO VALLEY	BEACH	PUBLIC HEALTH	Active
6	FIRST DISTRICT - BOTTINEAU	BOTTINEAU	PUBLIC HEALTH	Active
7	SWDHU BOWMAN/SLOPE	BOWMAN	PUBLIC HEALTH	Active
8	FIRST DISTRICT - BURKE	BOWBELLS	PUBLIC HEALTH	Active
9	FIRST DISTRICT - WARD CO.	KENMARE	PUBLIC HEALTH	Active
10	BISMARCK-BURLEIGH PUB HLT	BISMARCK	PUBLIC HEALTH	Active
11	FARGO CASS PUBLIC HEALTH	FARGO	PUBLIC HEALTH	Active
12	CAVALIER CO HEALTH DIST.	LANGDON	PUBLIC HEALTH	Active
13	AVERA CLINIC	ELLENDAL	PRIVATE M.D.	Active

7. Scroll down using scroll bar on side of list.

https://www.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Internet ...

File View Options Help

ND North Dakota Immunization Information System

Client/Provider Lookup

Client Search Provider Search

Number	Name	City	Provider Type	Status
4856	SE MED CENTER - OAKES	OAKES	OTHER PRIVATE	Active
4857	CROSBY CLINIC	CROSBY	OTHER PRIVATE	Active
4858	LINTON MEDICAL CENTER	LINTON	OTHER PRIVATE	Active
4859	GRAND FORKS FAM PRAC	GRAND FORKS	OTHER PRIVATE	Inactive
4860	W RVR HLTH SERV - MOTT	MOTT	OTHER PRIVATE	Active
4861	MERIT CARE CLC-GACKLE	GACKLE	OTHER PRIVATE	Inactive
4862	WISHEK CLINIC	WISHEK	OTHER PRIVATE	Active
4863	GARRISON FAM CLINIC	GARRISON	OTHER PRIVATE	Active
4864	MRT CARE CLC-WIMBLEDON	WIMBLEDON	OTHER PRIVATE	Inactive
4866	HAZEN CLINIC	HAZEN	OTHER PRIVATE	Active
4867	COAL COUNTRY COMM CLINI	CENTER	OTHER PRIVATE	Active
4868	MCMC CLINIC	STANLEY	OTHER PRIVATE	Active
4869	ALTRU CLINIC CAVALIER	CAVALIER	OTHER PRIVATE	Active

New View Inactive

Prov: 00001 User: ndsdh-53 1 - N.D. DEPT OF HEALTH

8. Highlight your provider number by clicking on it then enter it by clicking it again or clicking on view.

https://www.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Internet ...

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ND North Dakota Immunization Information System

Client/Provider Lookup

Client Search Provider Search

Number	Name	City	Provider Type	Status
1	N.D. DEPT OF HEALTH	BISMARCK	OTHER PUBLIC	Active
2	SWDHU ADAMS CO	HETTINGER	PUBLIC HEALTH	Active
3	CITY-COUNTY HEALTH DISTRIC	VALLEY CITY	PUBLIC HEALTH	Active
4	LRDHU BENSON CO	MINNEWAUKAN	PUBLIC HEALTH	Active
5	SWDHU BILLINGS/GO VALLEY	BEACH	PUBLIC HEALTH	Active
6	FIRST DISTRICT - BOTTINEAU	BOTTINEAU	PUBLIC HEALTH	Active
7	SWDHU BOWMAN/SLOPE	BOWMAN	PUBLIC HEALTH	Active
8	FIRST DISTRICT - BURKE	BOWBELLS	PUBLIC HEALTH	Active
9	FIRST DISTRICT - WARD CO.	KENMARE	PUBLIC HEALTH	Active
10	BISMARCK-BURLEIGH PUB HLT	BISMARCK	PUBLIC HEALTH	Active
11	FARGO CASS PUBLIC HEALTH	FARGO	PUBLIC HEALTH	Active
12	CAVALIER CO HEALTH DIST.	LANGDON	PUBLIC HEALTH	Active
13	AVERA CLINIC	ELLENDAL	PRIVATE M.D.	Active

New View Inactive

Prov: 00001 User: ndsdh-53 1 - N.D. DEPT OF HEALTH

9. This brings up the Provider Information. Click on Lot Distribution.

The screenshot shows the NDIIS web interface. At the top, the browser address bar displays 'https://www.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Internet ...'. The page title is 'North Dakota Immunization Information System'. Below the title, there is a 'Client/Provider Lookup' section with a dropdown menu showing 'N.D. DEPT OF HEALTH'. A row of icons is visible below this. The main navigation area has three buttons: 'Provider Information' (highlighted in blue), 'Comments', and 'Lot Distribution' (circled in red). Below these buttons, the 'Name' field is set to '1 - N.D. DEPT OF HEALTH' and the 'Number' field is '00001'. The 'Address Information' section includes fields for 'Mailing Address' (DIVISION OF DISEASE CONTROL), '600 EAST BOULEVARD AVE', 'City' (BISMARCK), 'St' (NORTH DAKOTA), and 'Zip' (58505). The 'Contact Information' section shows 'Business Phone' as '(701) 328-3386' and 'Vaccine Contact' as 'IMMUNIZATION PROGRAM' with 'Phone' as '(701) 328-3386'.

10. This screen will list all the vaccine in your inventory.

- Click on the box beside Include Expired Lots to view vaccine that you have had in your inventory but has expired.
- Click on the box beside Include No Doses on Hand to view vaccine that you have had in your inventory but has all been used.

The screenshot shows the 'Lot Distribution' screen in the NDIIS. The browser address bar displays 'https://usertest.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Intern...'. The page title is 'North Dakota Immunization Information System'. Below the title, there is a 'Client/Provider Lookup' section with a dropdown menu showing 'N.D. DEPT OF HEALTH'. A row of icons is visible below this. The main navigation area has three buttons: 'Provider Information', 'Comments', and 'Lot Distribution' (highlighted in blue). Below these buttons, the 'Name' field is set to '1 - N.D. DEPT OF HEALTH' and the 'Type' dropdown is set to 'Inquiry'. A table lists vaccine inventory:

Lot Number	Vaccine	Expiration	On Hand
0007U	HEPB (Preservative Free)	06/07/2009	165
0601F	PPV23 (Pneumococcal)	09/24/2008	100
AC14B049AA	DTAP	06/14/2009	70
AC21B127AA	DTAP/HBV/IPV	11/21/2009	10

Below the table, there are two checkboxes: 'Include Expired Lots' and 'Include No Doses on Hand', both of which are circled in red. Below these checkboxes, it says 'Lots Found: 4'. At the bottom, it shows 'Prov: 00001' and 'User: ndsdh-102'.

11. Choose Adjust in the Type drop-down menu.

https://usertest.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Intern...

File View Options Help

ND North Dakota Immunization Information System

Client/Provider Lookup **N.D. DEPT OF HEALTH**

Provider Information Comments **Lot Distribution**

Name: 1 - N.D. DEPT OF HEALTH Type: Inquiry

Lot Number	Vaccine	Expiration	
0007U	HEPB (Preservative Free)	06/07/2009	
0601F	PPV23 (Pneumococcal)	09/24/2008	100
AC14B049AA	DTAP	06/14/2009	70
AC21B127AA	DTAP/HBV/IPV	11/21/2009	10

☐ Include Expired Lots
☐ Include No Doses on Hand
Lots Found: 4
Prov: 00001 User: ndsdh-102

12. Enter the actual number of doses currently in your inventory in Actual on Hand column.

https://usertest.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Intern...

File View Options Help

ND North Dakota Immunization Information System

Client/Provider Lookup **N.D. DEPT OF HEALTH**

Provider Information Comments **Lot Distribution**

Name: 1 - N.D. DEPT OF HEALTH Type: Adjust

Trans. Date: 09/07/2007

Lot Number	Vaccine	Expiration	On Hand	Actual On Hand
0007U	HEPB (Preservative Free)	06/07/2009	165	0
0601F	PPV23 (Pneumococcal)	09/24/2008	100	
AC14B049AA	DTAP	06/14/2009	70	
AC21B127AA	DTAP/HBV/IPV	11/21/2009	10	

☐ Include Expired Lots
☐ Include No Doses on Hand
Lots Found: 4
Prov: 00001 User: ndsdh-102

Adjust Cancel

13. Click on Adjust.

https://usertest.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Intern...

File View Options Help

ND North Dakota Immunization Information System

Client/Provider Lookup **N.D. DEPT OF HEALTH**

Provider Information Comments **Lot Distribution**

Name: 1 - N.D. DEPT OF HEALTH Type: Adjust Trans. Date: 09/07/2007

Lot Number	Vaccine	Expiration	On Hand	Actual On Hand
0007U	HEPB (Preservative Free)	06/07/2009	165	0
0601F	PPV23 (Pneumococcal)	09/24/2008	100	
AC14B049AA	DTAP	06/14/2009	70	
AC21B127AA	DTAP/IBV/IPV	11/21/2009	10	

☐ Include Expired Lots
☐ Include No Doses on Hand

Lots Found: 4

Prov: 00001 User: ndsdh-102

Adjust Cancel

14. A comment box will pop-up. Enter the reason that you adjusted the inventory. Be specific so that inventory changes can be tracked. Then click OK.

Comments

Type: ADJUSTMENT

Adjusting lot(s) due to: ACTUAL NUMBER OF DOSES ON HAND.

OK Cancel



15. New inventory is now showing. Click on Close icon to exit inventory.

https://usertest.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Intern...

File View Options Help

North Dakota Immunization Information System

Client/Provider Lookup **N.D. DEPT OF HEALTH**

Provider Information Comments **Lot Distribution**

Name: **1 - N.D. DEPT OF HEALTH** Type: **Inquiry**

Lot Number	Vaccine	Expiration	On Hand
0601F	PPV23 (Pneumococcal)	09/24/2008	100
AC14B049AA	DTAP	06/14/2009	70
AC21B127AA	DTAP/HBV/IPV	11/21/2009	10

☐ Include Expired Lots
☐ Include No Doses on Hand

Lots Found: 3

Prov: 00001 User: ndsdh-102


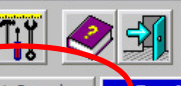
16. Click on Client Search to return to normal use.

https://usertest.thor.org/ - NDIIS - North Dakota Immunization Information System - Windows Intern...

File View Options Help

North Dakota Immunization Information System

Client/Provider Lookup

Client Search **Provider Search**

Number	Name	City	Provider Type	Status
1	N.D. DEPT OF HEALTH	BISMARCK	OTHER PUBLIC	Active
2	SWDHU ADAMS CO	HETTINGER	PUBLIC HEALTH	Active
3	CITY-COUNTY HEALTH DISTRICT	VALLEY CITY	PUBLIC HEALTH	Active
4	LRDHU BENSON CO	MINNEWAUKAN	PUBLIC HEALTH	Active
5	SWDHU BILLINGS/GO VALLEY	BEACH	PUBLIC HEALTH	Active
6	FIRST DISTRICT - BOTTINEAU	BOTTINEAU	PUBLIC HEALTH	Active
7	SWDHU BOWMAN/SLOPE	BOWMAN	PUBLIC HEALTH	Active
8	FIRST DISTRICT - BURKE	BOWBELLS	PUBLIC HEALTH	Active
9	FIRST DISTRICT - WARD CO.	KENMARE	PUBLIC HEALTH	Active
10	BISMARCK-BURLEIGH PUB HLT	BISMARCK	PUBLIC HEALTH	Active
11	FARGO CASS PUBLIC HEALTH	FARGO	PUBLIC HEALTH	Active
12	CAVALIER CO HEALTH DIST.	LANGDON	PUBLIC HEALTH	Active
13	AVERA CLINIC	ELLEDALE	PRIVATE M.D.	Active

New View Inactive

Prov: 00001 User: ndsdh-102

1 - N.D. DEPT OF HEALTH